

**CLASS TITLE: COORDINATOR OF UNEMPLOYMENT
 INSURANCE PROGRAMS**

**Class Code: 02589700
Pay Grade: 31A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the coordination and implementation of special purpose unemployment insurance programs, including temporary programs serving the state or local area; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction with considerable latitude to exercise independent judgement; work is subject to review to ensure conformance to agency policies, procedures, objectives, rules and regulations.

SUPERVISION EXERCISED: As required, plans organizes and reviews the work of technical and clerical support staff; exercises functional supervision of specified unemployment insurance programs,

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To provide direction to staff implementing procedural changes in field office operations to accommodate temporary or permanent unemployment insurance programs statewide.

To disseminate instructions, procedures and information pertinent to specific unemployment insurance programs such as trade readjustment assistance, unemployment compensation for federal employees, unemployment compensation for ex-servicemen, federal-state extended benefits, and other programs which may be operational in Rhode Island.

To act as liaison between the United States Department of Labor (USDOL) field representatives and local offices for the purpose of securing data and validating reports.

To monitor and evaluate the effectiveness of various unemployment insurance programs.

To make field visits to local offices, other agencies, employers and USDOL training centers to ascertain problem areas.

To submit written technical reports pertaining to special purpose unemployment insurance and to make recommendations for improvements.

To develop and conduct training programs to insure maximum efficiency of staff and quality of service to clients.

To review new federal and state laws regarding unemployment insurance to ascertain their effect on departmental services and operations.

To prepare informational and instructional manuals for use in the administration of special unemployment insurance programs.

To provide technical assistance to staff engaged in the administration of special purpose programs in the local offices and/or other locations.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the function and objectives of the State unemployment insurance programs; a working knowledge of the methods, procedures and techniques applied in processing initial claims, non-monetary determinations, new claims, and appeals; the ability to plan, develop, implement and technically supervise one or more unemployment insurance programs; the ability to evaluate the effectiveness of methods, procedures and techniques applied to unemployment insurance programs; the ability to prepare written reports; the ability to devise procedures and techniques for the most effective utilization of personnel for the training and retraining of staff; the ability to instruct others in the installation, revision or termination of programs; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a specialization in business or public administration, or a closely related field; and

Experience: Such as may have been gained through: considerable employment in a position responsible for planning and evaluating new and existing insurance programs in a public or private organization.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: August 25, 1991

Editorial Review: 3/15/03